

Chapter 19.27. Addressing and Street Naming.

19.27.01. Purpose.

19.27.02. Procedures.

19.27.03. Street Naming.

19.27.04. Street and Property Numbering.

19.27.05. Building Identification.

19.27.01. Purpose.

This chapter is established to provide a standard system for naming streets and assigning addresses to avoid similar sounding names or confusing designators. This chapter also establishes standard procedures for changing existing street names, adding names to existing numbered streets, keeping addressing numbers clearly identifiable, and providing a complete current listing of all streets and addresses within the City.

(Ord 11-12, Ord. 11-9)

19.27.02. Procedures.

All proposed street names shall be coordinated with City Staff to avoid duplication. The following procedures shall be adhered to with new development and proposed changing of street names:

- 1. New Address (i.e. Annexation, Subdivision, Site Plan).** Street names shall be proposed by City Staff and shall be placed on the final subdivision plat by the developer before plat recordation.
 - a. Street coordinates and house numbers shall be assigned by City Staff and shall be placed on the final subdivision plat by the developer before plat recordation.
- 2. Duplicate Street Names.** The City Staff may change duplicated street names without a petition when it is determined that the change is related to public safety.
 - a. No duplications of street names or numbers used as names within the boundaries of the city shall be approved. Examples include:
 - i. duplications, where there are identical names on two or more streets, and;
 - ii. phonetic name duplications, where there are street names which have duplicate or similar pronunciations, but are spelled differently.
 - b. The following criteria shall be used in eliminating street name duplications:
 - i. historical significance;
 - ii. the number of the buildings addressed on the street;
 - iii. the length of time that the name has been in use;
 - iv. the length of the street and the amount of traffic; and
 - v. compatibility with adjacent street names.
- 3. Changing Existing Street Names.** Except for duplicate street names, to change an existing street name, the City Council shall hold a public hearing on the proposed name change. At least 10 days before the public hearing, the City shall mail written notice of

the public hearing on the proposed change to all owners of property on the street affected and shall post public notice at the entrance of the road where the majority of the traffic accesses the street. A change of street name is a legislative decision and shall be affirmed by a court of competent jurisdiction if it is reasonably debatable that the change could promote the general welfare. Any person who petitions for a change in the name of a street or alley shall pay an application fee, the cost of the public notice, and the cost of making and installing new street signs required by the name change, and all related costs of the name change including but not limited to recording and postage costs.

- 4. Adding Names to Existing Numbered Streets.** To add a name to an existing numbered street, the process in subsection 3. Above shall be followed. Any person who petitions for a change in the name of a street or alley shall pay an application fee, the cost of the public notice, and the cost of making and installing new street signs required by the name change, and all related costs of the name change including but not limited to recording and postage costs. A change of street name is a legislative decision and shall be affirmed by a court of competent jurisdiction if it is reasonably debatable that the change could promote the general welfare.
- 5. Changing Existing Property Numbering.** City Staff may approve a change in existing property numbering upon consultation with the Fire Chief and Police Chief. A person who petitions for a change in existing property numbering shall pay an application fee and all City costs such as recording fees and postage costs. If the change is approved, City Staff shall record a notice with the Utah County Recorder, applicable dispatch service for the City, and U.S. Postal Service. A change of street numbering is an administrative decision and shall be affirmed by a court of competent jurisdiction if there is substantial evidence on the record supporting the decision and the decision is not otherwise arbitrary, capricious, or illegal.
 - a. Requests for changes based upon personal reasons, numerology, or superstition shall not be approved.
 - b. Approval of requests for numbering changes may be made under the following circumstances:
 - i. the address is out of sequence or not in reasonable juxtaposition with other addresses on the street;
 - ii. the address spacing with other addresses is such that it creates confusion;
 - iii. the address has an incorrect odd or even designation; or
 - iv. the address conflicts with an address on a parallel street.
- 6. Records Change and Notification.** When street name or number changes are approved, the City will change its records to conform to the change. The City will also send notice of the change to the Utah County Recorder, applicable dispatch service, and U.S. Postal Service. Property owners who file an application for a name or number change shall pay for the City's costs for recording and mailing notices. Property owners are responsible for notifying all other public and private entities of the approved change including but not limited to utility companies, financial institutions, and mortgage companies.

(Ord. 24-29, Ord. 23-20, Ord. 17-17, Ord. 13-16, Ord. 12-9, Ord 11-12, Ord. 11-9)

19.27.03. Street Naming.

The developer or builder will propose street names which will be reviewed and approved by the City. The following standards shall be applied to the naming of streets in the City:

1. **Duplication.** No duplications of street names or numbers used as names within the boundaries of the city shall be approved. This includes:
 - a. Critical Duplications, where there are identical names and street type designators on two or more streets which may or may not have overlapping frontage number ranges regardless of the directional of either the street or the frontage numbers.
 - b. Common Name Duplications, where there are identical names on two or more streets, but with different street type designators.
 - c. Phonetic Name Duplications, where there are street names which have duplicate or similar pronunciations, but are spelled differently.
 - d. Stub Streets. If a street is terminated by unimproved land and continues on the same bearing beyond the unimproved land, it may continue with the same name. Such a street is a stub street and must be required to make a connection when the unimproved land is developed.
2. **Continuity.** Proposed street names are encouraged to have the following characteristics:
 - a. historic significance;
 - b. local, sense of place;
 - c. overall theme; and
 - d. compatibility with adjacent streets.
3. **Compass Directions.** The four compass directions shall not be used as part of the street name (e.g. Eastwood) as to eliminate the occurrence of double directionals in assigning the address.
4. **Name Length.** Proposed street names shall not be longer than the typical thirteen blank space street sign, including spaces between words, but not to include the street type designator.
5. **Street Type Designations.** Proposed street names and street types shall be matched as follows:
 - a. **Boulevard (Blvd), Parkway (Pkwy):** This name may only be used for arterials and collectors.
 - b. **Drive (Dr), Way (Wy):** Meandering, curvilinear, or diagonal street usually longer than 1000 feet.
 - c. **Road (Rd):** Limited streets that may run in a direction and are most always longer than 1000 feet.
 - d. **Streets (St), Avenues (Ave):** Straight directional streets.
 - e. **Lanes (Ln), Row:** Short collector or minor streets which are usually less than 1000 feet in length. May be used in names for private rights-of way.

- f. **Circle (Cir), Court (Ct), Place (Pl), Cove (Cv):** Permanent dead end streets or cul-de-sac streets usually less than 600 feet in length and containing three or more lots or separate dwelling structures.
- g. **Center (Cntr) and Mall:** Designations reserved for high density commercial developments with multiple structures and occupancies that can be substituted for the street type designator in an assigned address.

6. Street Signs Standards.

- a. All street signs shall adhere to the requirements in the Standard Technical Specifications and Drawings for the City of Saratoga Springs.
- b. In the event of a conflict, the more restrictive provision shall take precedence.

(Ord. 24-29, Ord. 12-9, Ord. 11-12, Ord. 11-9)

19.27.04. Street and Property Numbering.

All streets, courts, circles, private roads, buildings, dwellings, apartments, units, suites, offices, subdivision lots, parcels, properties, and businesses shall be identified according to the following standards and according to requirements of the City. Each street, lot, unit, dwellings, or parcel in the site plan or plat shall be addressed according to the following standards:

1. All street intersections shall be addressed numerically. Street intersection numbers shall end with a “0” or a “5” and with “North,” “South,” “East,” or “West”.
2. Where possible, property addresses shall be odd on the south and west sides of a street.
3. Where possible, property addresses shall be even on the north and east sides of a street.
4. Property addresses for IADUs (see Chapter 19.20), ADUs, stacked multi-family, dwelling above commercial, commercial/retail, or office building that have multiple users shall be identified by a single address, and the individual units shall have a unique identifier such as suite, apartment, dwelling, or unit number.
5. Dual addresses on corner lots will be assigned. At Building Permit issuance, one address shall be permanently assigned.
6. Buildings that are hidden behind other buildings or do not have public frontage, shall be numbered from the centerline of the principal access or driveway.
7. City Staff shall assign numbers to site plans before final site plan approval, based on the above standards.
8. If a unit faces a street, it shall be numbered on that street. If a unit faces open space, it shall be numbered to the alley-way.

(Ord. 24-29, Ord. 18-30, Ord. 13-16, Ord 11-12, Ord. 11-9)

19.27.05. Building Identification.

All buildings shall have approved address numbers, and such numbers shall be identified using the following standards:

1. **Background.** Numbers shall be set on a background of a contrasting color.
2. **Size.** Residential building numbers shall be at least four-inch-tall block letters. All building numbers shall be of sufficient size so as to be legible from the street or private road. Non-residential buildings shall use Western Arabic numbers or alphabetic letters that are a minimum four inches high with a minimum stroke width of 0.5 inch, installed on a contrasting background and be plainly visible from the street or road fronting the property.
3. **Visibility.** Numbers shall be placed in a position that is plainly legible and visible from the street or road fronting the property. When a building is at a distance greater than the required setback from a street or when view of the building is blocked by trees or shrubs, numbers shall be displayed on a sign attached to a fence, gate, street mailbox, or lawn stake, in addition to being placed on the building.
 - a. Stacked multi-family structures, condominiums, commercial, office, or institutional building numbers shall be placed in a prominent location at the main entrance of such buildings.
 - b. Interior suites, apartments, units, or offices shall be clearly identified in a logical numeric or alphabetic sequence.
 - c. Attached side-by-side town homes, commercial, office, or institutional buildings adjacent to a public or private street shall have individual addresses for each unit. Developments with buildings that do not have direct access to a public or private street shall use one address from the public or private street, and each unit shall have a number or letter, such as 1, 2, 3 or A, B, C and so on.
 - d. Stacked multi-family structures, commercial, office, or institutional buildings shall have one address facing a public or private street and each unit shall have a number or letter such as 1, 2, 3 or A, B, C and so on.
 - e. Townhomes, three-family dwellings, two-family dwellings, commercial, office, or institutional buildings that have a front door that faces a public or private road and a driveway or parking access from a rear alley shall only attach address numbers to the front of each unit and not the rear.
 - f. Townhomes, three-family dwellings, two-family dwellings, commercial, office, or institutional buildings that have a front door that faces open space or another building and have a driveway or parking access from a rear alley shall number both the front and back of each unit. The applicant shall verify that address numbers are not duplicated in units that are across the open space or across the alley.

(Ord. 24-29, Ord. 13-16, Ord 11-12, 11-9)